

Polly Mer

Address: XXXX Forbes Avenue, SMC XXX, Pittsburgh, PA 15289 **Phone:** XXX-XXX-XXXX **E-Mail:** xxxxx@andrew.cmu.edu

Objective

To obtain a summer internship leveraging my analytical skills and laboratory experience in an engineering role at a chemical company

Education

Carnegie Mellon University, Pittsburgh, PA

Expected: May 2018

Bachelor of Science in Chemical Engineering

Minors in Chemistry and French

GPA: 3.75/4.00

Relevant Experience

Research Experience for Undergraduates, University of Illinois at Urbana-Champaign

May-August 2015

Undergraduate Researcher

- Synthesized and characterized gold nanoparticles and liposomes for analysis of α -synuclein protein
- Attended weekly group meetings with graduate students and principal investigator Professor Cathy Murphy
- Prepared oral and poster presentations for Illinois Summer Research Symposium

Additional Experience

Global Communication Center, Carnegie Mellon University

August 2015-Present

Writing Tutor

- Meet with 4 students per week to improve organization, argument, analysis, and communication skills in writing

Lexus of North Hills, Wexford, PA

December 2014-January 2015, August 2015

Office Assistant

- Entered receipting and sales data and filed paperwork for the largest volume luxury dealer in Western Pennsylvania
- Processed an average of 25 customer service calls per session resulting in 100% client follow up within 48 hours

Leadership

College of Engineering Community Building Committee, Carnegie Mellon University

April 2015-Present

Liaison to the First-Year Advisory Board

- Work with the Dean's Office and facilities staff to plan and advertise for multi-class events drawing 100-200 students

Society of Women Engineers, Carnegie Mellon University

September 2014-Present

Publicity Chair (2015-2016)

- Prepare advertising material for print and social media for on average 15 events per semester

Committee Member – "SWEet" Week, CIT Ball (2014-2015)

- Participate in weekly event planning meetings to coordinate 2 events which encourage women in engineering that drew 40 and 200 students respectively

Honors, Awards, Scholarships

College of Engineering Dean's List

Fall 2014

Carnegie Scholarship, Carnegie Mellon University (Academic)

2014-2018

J.L. Stone Memorial Scholarship, Carnegie Mellon University (Academic)

2014-2018

Skills

Computer: Proficient in Microsoft Office Suite, OriginLab, ImageJ; Familiar with MatLab, Photoshop

Laboratory: Proficient in gold nanosphere synthesis, liposome extrusion

Instruments: UV/Vis, Circular Dichroism, Dynamic Light Scattering, Zeta Potential

Languages: English (native); French (conversant)

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XXX Street | City, ST XZIPX | xxxxxxx@andrew.cmu.edu | (XXX) XXX-XXXX

EDUCATION

Carnegie Mellon University (CMU), Pittsburgh, PA
Bachelor of Science in Chemical Engineering, May 2017
Additional Major in Biomedical Engineering
Overall GPA: 3.15/4.00

Honors: College of Engineering Dean's List (GPA 3.75 or above) – Fall 2013
All-University Athletic Association Academic Recognition – Fall 2014
Lambda Sigma National Honor Society – Spring 2014 – Spring 2015

RELEVANT EXPERIENCE

Dow Corning Corporation- Midland, MI
Product Development Intern, Summer 2015

- Conducted a solution polymerization reaction in which a number of key process and formulation variables were examined to determine their influence on polymer structure
- Operated on both small (lab) and intermediate size reactors to gain insight on scalability
- Documented key findings in an oral presentation and technical report

PROJECTS

Chemical Process Systems Design, Fall 2015

- Proposed a preliminary design for an ethylene hydration plant based on an extensive literary review
- Constructed a flowsheet in Aspen for accurate mass and energy balances
- Maximized energy efficiency of plant with heat integration

Protein Content and Creatine Analysis Project, Chemistry Lab, Spring 2015

- Designed and executed an experiment to determine the creatine content in various milk samples through use of a reverse phase HPLC (team of four students)

LEADERSHIP

Varsity Volleyball Team, Carnegie Mellon University, Pittsburgh, PA
Defensive Specialist, Fall 2013 – Present

- Competed in all 35 matches last season and recorded 324 digs in two seasons
- Placed 3rd in the 2013 University Athletic Association (UAA) Conference Tournament

Residential Life Staff, Doherty Apartments, Carnegie Mellon University, Pittsburgh, PA
Resident Assistant (RA), Fall 2015 – Present

- Collaborate with 5 Residential Life Staff members to build community among upperclassmen residents by hosting weekly events and developing supportive relationships
- Respond to emergency situations and resolve disputes for an assigned 35 residents

Historian/Selections Chair, Lambda Sigma National Honor Society, Fall 2014 – Spring 2015

- Served as Head of Selections Committee for the incoming freshmen class by reviewing applications
- Managed alumni relations and led the Personal Relations Committee by producing physical and virtual advertisements for service events

Facilitator, South Florida Hugh O'Brian Youth Leadership (HOBY), May 2014 and May 2015

- Supervised a group of 10 HOBY ambassadors (high school sophomores) through a variety of team building and leadership activities during the annual South Florida HOBY Leadership Conference
- Promoted an energetic and passionate environment, and facilitated meaningful group discussions

SKILLS

Languages/Software: HTML/CSS, JavaScript, Python, MATLAB, Aspen
Laboratory: HPLC, UV-Vis, Atomic Absorption
Spoken Languages: Spanish (Intermediate reading and writing, Beginner speaking)

ACTIVITIES

Society for Women in Engineering (SWE) – Spring 2014 – Present
Doctors of Carnegie Society (DOCS) – Spring 2014 – Present
Emerging Leaders (Environmental Conservation) – Spring 2014

Bridget Spector

Permanent Address: XXXX Street, Apt, City, ST XZIPX
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EDUCATION

- Carnegie Mellon University, Pittsburgh, PA** **Anticipated May 2018**
Bachelor of Science; Majors: Civil Engineering & Engineering & Public Policy; Minor: Global Systems and Management
GPA: 3.51; Awards: Dean's List (Spring 2015); New Vision Scholarship Award; SHPE Scholarship Recipient (Fall 2015)
- Central Park East High School, Advanced Regents Diploma, New York, NY** **June 2014**
GPA: 4.0; Advanced Placement coursework: Physics C, Calculus AB, U.S. History, Statistics
Awards: Hispanic Heritage Foundation Scholarship Award (2014), Valedictorian (2014)

ACADEMIC PROJECTS

- Engineering and Public Policy Project, Pittsburgh, PA** **January 2015-Present**
- Act as a technical analyst for a consulting firm that specializes in solving technical problems that impact society and provide feedback to policy makers regarding the usage of solid waste recycling for electricity generation.
 - Create a detailed analysis including graphs and tables of whether the policy makers should implement the policy.
- Civil Engineering Bridges Over Water Project, Pittsburgh, PA** **September-December 2014**
- Estimated time for the level of dissolved oxygen contained in a lake to be high enough to sustain aquatic life; tested the water every five hours using Hecuvac test to measure the oxygen.
 - Collaborated in a team of four to create a report to advise the professor on the appropriate time to restock the lake including graphic analysis and tables with data.

LEADERSHIP & EXPERIENCE

- Society for Hispanic Professional Engineers (SHPE), Community Outreach Chair, Pittsburgh, PA** **August 2014-Present**
- Organize and plan events including a soccer tournament and community service with additional organizations on campus and SHEP chapters at universities such as the University of Pittsburgh.
 - Contact, via email, high schools and local organizations to increase awareness of the Latino Community in Pittsburgh.
 - Attend events with representatives from companies including Exxon Mobile and Google.
- Sponsors for Educational Opportunity (SEO), Scholar & Ambassador, New York, NY** **January 2011-Present**
- Selected to participate in an academic achievement program; completed 720+ hours of coursework.
 - Participated in career exploration and networking events; shared personal experiences with potential donors.
- SEO-U** **April 2015-Present**
- Obtain internship preparation through coursework on accounting and consulting; receive training on interviewing & resume editing.
- Bloomberg L.P., Leadership, Learning & Organizational Development Intern, New York, NY** **May-August 2015**
- Worked with business partners, leaders and relationship managers to create development solutions to impact company operation.
 - Completed analytical projects involving Human Relations systems, data and Bloomberg Terminal.
 - Assisted during weekly speaker series to assemble materials and introduce speakers.
 - Supported recruiters and facilitated a mixer by planning and organizing an event with 400 people in attendance.
 - Developed a solution for Bloomberg campus recruiting working in a team of four; presented to 400-500 Bloomberg operations personnel; received award for technical operations.
- Continental Shipping Corporation, Social Media Expert, New York, NY** **March-May 2014**
- Managed Facebook and Twitter accounts; completed emails and phone calls to clients concerning payments and package status.
 - Completed clerical duties including ensuring all payments were completed and clients received receipts; packed boxes and completed copies of necessary documents.

SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint; Intermediate proficiency in Python 3; Experienced with Bloomberg
Languages: Fluent in Spanish and English